

Texas State Board of Plumbing Examiners

Employment Opportunity

929 East 41st Street
Austin, TX 78751

Position: Accountant II

Job Posting Number: 09/24-456-02

State Classification: 1014

Salary Group: B15

Salary: \$3,333.33 – 3,849.47/Month

Full-time

Opening Date: July 13, 2023

Closing Date: Until Filled or Closed

Benefits: Excellent benefits provided; numerous elective benefits are available

Start Date: September 1, 2023

Job Description

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

The Accountant II performs entry-level accounting work. Work involves maintaining, posting, and balancing accounting and financial statements, records, documents, or reports. Specialize in some accounting work such as deposits, accounts payable and vendor management. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

The Accountant II will serve and assist other accounting staff in processing agency financial transactions using the Uniform Statewide Accounting System and Centralized Accounting and Payroll/Personnel System (USAS and CAPPS), maintains records, and prepares various filings and financial/related reports. All responsibilities are performed under the general supervision of the Director of Financial Operations with limited latitude for initiative and independent judgment. Strict confidentiality of data must be practiced at all times. TSBPE is an agency of 51 FTEs, therefore all employees must exhibit a spirit of teamwork and cooperation and be willing to assist in any agency work activities as necessary.

TSBPE offices are located adjacent to an industrial type of facility where plumbing exams are administered.

Candidates selected for an interview may be required to complete an in-basket exercise to demonstrate the communication and customer service skills necessary to be successful in this position.

Military Crosswalk information can be accessed at:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: Army: 36B, 89A, 36A, 70C, 36, 89, 70. Navy: LS, 310X, 651X, 751X, SK, 420, 020, 30, 31, 32, FIN10. Marines: 3451, 3402, 3404, 3408, 8844, 34, 88. Air Force: 6F0X1, 654A, 6SFX, 65WX, 6F, 6S.

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

Essential Job Functions

- Prepares and enters revenue, purchase, interagency, refund, travel, and cancellation vouchers into the Centralized Accounting and Payroll/Personnel System (CAPPS).
- Ensures that purchase, interagency, refund, travel, and cancellation vouchers are processed and coded according to Agency policies and the Texas Comptroller of Public Accounts rules and procedures.
- Prepares daily revenue batches for all money received by the agency.
- Assists with inventory of agency property.
- Maintains accurate and well-organized accounting files and records.
- Ensures assigned activities are performed accurately, and in compliance with all applicable state policies and procedures.
- Support team members and agency by assisting with other duties as assigned in various departments.
- Maintains acceptable driving record with ability to safely operate state vehicle.

Minimum Qualifications

- High School Diploma or GED.
- Customer service or general office administration environment.
- Proficient in the use of a personal computer, including Microsoft Word, Excel and email programs and general office equipment.
- Ability to quickly learn and use custom agency specific software programs.
- A positive attitude and good interpersonal and verbal communication skills with customers and coworkers in a professional manner is necessary.
- Dependable, with a good record for promptness and attendance.
- Proficient in prioritizing workload and effectively meeting deadlines.
- Ability to organize and track payment information.
- Ability to communicate effectively with vendors to troubleshoot billing and invoice discrepancies.
- Proficient in problem solving.

Preferred (Not Required) Qualifications

- Intermediate understanding of reconciliation processes
- Knowledge of administrative, clerical, and data entry procedures and systems

To Apply

NO FAXES OR PHONE CALLS, PLEASE!

- Submit a completed typed State of Texas application by e-mail to:

info@tsbpe.texas.gov

- or through the work in Texas website:

<https://www.workintexas.com/vosnet/Default.aspx>

IMPORTANT: Follow the instructions at the above internet address on how to download the State of Texas Application for Employment, or submit through the Work In Texas Employment portal. Only completed State of Texas Applications will be considered. Resumes are accepted, but not in lieu of, the State of Texas application. Only signed completed State of Texas applications will be considered.

- Applications will be screened for minimum qualifications. The most qualified candidates will be contacted for further consideration and the possibility of an interview. Skill demonstrations or work simulations will be part of the selection process. Copies of transcripts or diplomas will be requested. Only applicants who are interviewed will receive notification of selection results.
- Due to the nature of TSBPE business a background check will be conducted, prior to an offer of employment, to determine criminal history and any history of violations.
- The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. TSBPE participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's Form I-9 to confirm work authorization.
- Male candidates between the ages of 18 to 25 will be required to show proof of Selective Service System Registration or Exemption.
- Please contact Human Resources if you require assistance or special accommodation during the application or selection process.
- TSBPE is covered by the Fair Labor Standards Act (FLSA).
- TSBPE is an "employment at-will" agency.

CLEAN AIR POLICY IN EFFECT
AN EQUAL OPPORTUNITY EMPLOYER

TSBPE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.